



#8387 & 8395

CARETAKERS

Jefferson County is accepting applications for a duo team as seasonal Caretakers for the Jefferson County Fair Grounds. This team of two is responsible for basic maintenance and custodial duties, as well as building/grounds checks. Starting pay: \$8.75/hr.

Must be at least 18 years of age, supply own RV or camper, and live on-site for up to 6 months from approximately May - September. 2-3 years' buildings/grounds maintenance experience required or equivalent required. Must have ability to operate tractor with attachments to water and drag arenas.

Usual work schedule is Friday-Monday but may vary based on event needs; additional hours required for county fair. Averages 23 hrs/wk but not more than 600 hrs/yr.

Application review begins April 23, 2015 and open until filled. Application, position details, and work agreement available at: www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE

Brief Description of Jefferson County Fair Park

The Jefferson County Fair Park is a county owned and operated facility with events year round. May through October is our busiest season. We have Horse Shows every weekend along with camping and other events (see attached schedule). We have full and part time staff who work on set up and cleanup for events. July 8 – 12 is the Jefferson County Fair which we manage all aspects of and hire extra staff. We have a wide variety of events that I am sure you will enjoy, along with our small town friendly atmosphere.

Work Agreement

We are happy that you will be joining our team for the upcoming season. Your position will begin approximately May 1, 2015, after the Spring Car Show, and last through October 19, 2015, which is the last horse show. We have a centrally located site with electric, sewer and water. At this time we have wireless internet on grounds, but are looking at a new provider.

You will be working mainly weekends to manage horse shows and any extra service that is needed for any events going on. Pay starts at \$8.75 per hour and is limited to less than 600 hours for the season per caretaker. Work hours Friday – Monday are as needed for the events and will be early morning until events are done and will not exceed an average of 23 hours per week per caretaker. Work hours Tuesday, Wednesday and Thursday will be as needed and not to exceed the total of 23 hours for that week.

Typical paid duties

- Watering and dragging horse arenas
- Set up of PA system and take down at end of show day
- Open buildings and close at end of events
- Other duties for all events include restroom and shower cleaning and garbage collection
- Collect fees for individual campers and dump fees. Large groups are billed separately
- General maintenance duties include various building and grounds repair and cleanup projects

Compensation includes a full hook up site (water, sewer and electric), which is valued at \$40/day (or \$20/caretaker). In exchange for the value of your site we will expect up to an average of 15 hours per week per Caretaker. As noted below the value of your site will be excluded from your gross income for federal tax purposes.

One of the reasons for having caretakers living on the grounds is so that someone will be able to contact the authorities in the event of a disturbance after hours or an emergency situation

Typical duties in exchange for the campsite include:

- Grounds and building checks daily and at night
- Record any problems, complaints, incidents, or vandalism
- Be aware of any disturbances and if necessary call the Police Department
- Single camper check in, collect dump fees and answer questions
- Water and maintain landscaping during the week
- Pick up and dispose of litter in the buildings and grounds
- Keep a log of what duties were done each day

Jefferson County values our Caretakers and take our commitment to you very seriously. When you return this signed agreement, we will consider this job to be filled and will be counting on you to report as scheduled. Do not sign this agreement if you are still considering other positions. If you have any other reservations or questions, please contact us directly.

As an employee of Jefferson County, you are subject to all county personnel policies. These may be reviewed at http://www.jeffersoncountywi.gov/docs/ordinances/Personnel_Ordinance.pdf or you may obtain a hard copy by contacting the Jefferson County Human Resources Department.

The following information is included per IRS rules on lodging/compensation (irc1 . 119(b)): In order to properly perform your duties, you are required to accept employer provided accommodations as defined elsewhere in this agreement. The value accommodations will not be included in your gross income

If you agree to all of the terms and conditions above, please sign and return a copy of this letter by fax or mail no later than _____.

I/We accept the arrangements outlined above and agree to perform the listed duties.

Name _____ Date: _____

Name _____ Date: _____